



## The Warriner Multi Academy Trust

### The Warriner School Student Support Worker – Warriner Plus Job Description

| Job Information |                                                                                        |
|-----------------|----------------------------------------------------------------------------------------|
| Reporting to    | Warriner Plus Lead                                                                     |
| Grade           | Grade 8 Points 18-23                                                                   |
| Salary          | £31,578 - £35,574 Pro Rata                                                             |
| Hours/Weeks     | 32.5hrs Mon-Fri 8.15am to 3.25pm to include 40min unpaid lunch break<br>Term Time Only |

| Job Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p><b>General Responsibilities:</b></p> <ul style="list-style-type: none"><li>• To support the academic progress of students.</li><li>• To work with other members of the Warriner Plus Team and Subject Specialists to enable all students within the provision to achieve their full potential both academically and socially.</li><li>• To develop positive relationships with students and have at all times a high regard for students' emotional well-being. To facilitate and support students' learning with a clear focus on developing student's skills so that they can become as independent as possible with the goal of reintegration back into mainstream education.</li><li>• Student Support Worker to work in partnership with the Warriner Plus Lead and Subject specialists.</li></ul> |

**Specific Responsibilities:**

- To assist the Warriner Plus Lead in identifying and assessing students enrolled into Warriner Plus.
- To support students in individual or small group programmes designed to meet specific needs.
- To assist the Warriner Plus Lead in developing specific programmes for individual students. This could include literacy, speech and language, numeracy, social skills and nurture/behavior work.
- To work alongside students to help work with and engage students in the lessons set.
- To assist and collaborate with subject specialist teachers in supporting pupils within the provision to access mainstream subjects. This may involve helping teachers differentiate materials or activities, advising teachers on learning styles and abilities and working proactively within lessons.
- To feedback to subject specialist teachers and Warriner Plus Lead about progress and/or barriers to progress of pupils with within the provision.
- To support students in assessments including special exam arrangements, this may involve reading or scribing in exams and controlled assessments.
- To attend departmental meetings and INSET as required.

**Training and Professional Development:**

- All SSWs are expected to attend in-house TA training and are encouraged to apply for external INSET to further their knowledge and skills. Safeguarding training is given to all new staff.
- SSWs are encouraged to develop their own areas of expertise and interest.
- All SSWs take part in the school's appraisal programme and have an annual meeting with their line manager.
- SSWs have the opportunity to attend school-based INSET and staff meetings if they wish to do so.

**Arrangements for Induction**

- Opportunity to complete online CPD about the role of the Student Support Worker.
- The Warriner Plus Lead and/or anyone deemed appropriate by SLT will meet with new SSWs to outline responsibilities. There will be opportunities for regular follow up meetings.

**Appraisal**

- This role description is designed to be flexible. The post will be reviewed, and duties may be amended or modified at any time in consultation with the post holder.

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.*

*This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE).*

*We are committed to equality of opportunity and welcome applications from all sections of the community.*

## Person Specification Student Support Worker

| Personal requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>E = Essential</b><br><b>D = Desirable</b><br><b>S = Will be used to shortlist candidates</b> |
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| <b>Experience and qualifications:</b> <ul style="list-style-type: none"> <li>• Experience of working in a busy environment</li> <li>• Experience and interest in working with children /education</li> <li>• Experience of dealing with Staff, Students and Visitors in person and on the telephone</li> <li>• Ability to use Microsoft Word and Excel</li> <li>• Ability to work independently using own initiative undertaking research to obtain information in order to form decisions</li> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience</li> <li>• Training in the relevant learning principles</li> <li>• First aid training/training as appropriate</li> </ul> | E S<br>E D<br><br>E S<br>E S<br>E S<br><br>E S<br>D<br>D                                        |
| <b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of schools and issues relating to education</li> <li>• Knowledge of school policy in relation to post</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | D<br>D                                                                                          |
| <b>Skills:</b> <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Ability to work accurately and maintain database</li> <li>• Ability to work with all stakeholders</li> <li>• IT skills - Microsoft Word and Excel</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>                                                                                                                                                                                                                      | E<br>E<br>E<br>E S<br>E<br>E<br>E                                                               |

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| <ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |
| <b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>A confident, friendly and helpful manner</li> <li>An awareness of and commitment to staff, students and parents</li> <li>Ability to deal sympathetically with both students and adults, contributing to the overall ethos, work, aims of the school</li> <li>Ability to use discretion and have an understanding of the importance of confidentiality</li> <li>Good communication skills both verbal and written</li> <li>Ability to work as part of a team</li> <li>Ability to work under pressure and remain calm in different situations</li> <li>Adaptable and flexible</li> <li>A confident, friendly and helpful manner</li> <li>A good sense of humour, recognise own strengths and areas of expertise and use these to support and advise others</li> </ul> | E<br>E<br><br>E<br><br>E<br><br>E<br>E<br>E<br><br>E<br>E<br>E |